



OFFICE ADMINISTRATION

WE LEARN, WE WORK, WE HELP SERVE OUR FORESTS



WHAT'S THE NEED?

SAFE & EFFICIENT WORK ENVIRONMENT

Job Corps students are trained and equipped to help with assisting the Forest Service with managing offices and creating organized, hassle-free work spaces.

HOW WE CAN HELP !

WORKSTATION MANAGEMENT AND OFFICE SAFETY

Job Corps provides administrative information and learning experiences for Job Corps students via classroom and self-guided projects. Individuals and/or crews are available for work based learning internships to assist with Forest Service needs.



TRAINING WE PROVIDE

In addition to work space management and office safety, Job Corp students will develop skills related to national trends in employment of office workers; such as, word processing, presentations, record keeping, generating reports, communication skills, and creating business letters. Students will also gain facilitated hands-on training in database management and using computers.

STRONG INTERPERSONAL RELATIONS & SKILLS

Interpersonal relationships and skills are crucial for organizations to develop and foster working relationships and increase team productivity. While on the job, Job Corps students display the following traits at all times: attention to detail, concern for others, cooperation, dependability, Independence, and Integrity.



LET'S BUILD TOGETHER

WORK BASED LEARNING INTERNSHIPS

Job Corps students are valuable candidates for office administrative positions. Increase your office's productivity and maintain a stress-free, organized environment, while giving trained students career opportunities in a fast growing industry.



CONTACT INFORMATION

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